



Tennessee Extended Benefits Work Search Requirements

The Tennessee Department of Labor and Workforce Development law requires that as a condition of eligibility you must:

1. continue certifying each week you are eligible
2. keep a written log of those work search contacts which is subject to audit, and retain a copy for your records
3. mail a completed Work Search Log every four weeks to TDLWD Work Search, P. O. Box 22299, Nashville, TN 37202

WORK SEARCH LOG IS PROVIDED

If you are not currently registered for work and reemployment services with a Tennessee Career Center, you must file a Job Service application immediately at your nearest Career Center.

Required work search contacts include:

- Completing a job application in person or online with employers who may reasonably be expected to have openings for suitable work.
- Mailing a job application and/or resume, as instructed in a public notice.
- Making in-person visits with employers who may reasonably be expected to have openings.
- Sending job applications to employers who may reasonably be expected to have openings for suitable work.
- Interviewing with potential employers in person or by telephone.
- Registering for work with private employment agencies, placement services or hiring unions.
The same hiring union **can only be used once** when completing the work search log during the entire extended benefit claim.
- Using the employment resources available at Tennessee Career Centers that may lead directly to obtaining employment such as labor market information, skills assessments for occupation matching, instructional workshops, and job referrals.

You **must** "apply for" and accept "all suitable" work offers. Suitable work is defined as work which is within your capabilities to perform, pays a gross wage exceeding your weekly benefit amount, and pays equal to or more than minimum wage.

Failure to seek or accept suitable work for any reason during any week you claim Tennessee Extended Benefits will result in denial and repayment of benefits.

If you meet the requirements to establish a Tennessee Extended Benefits claim, a notice of your monetary entitlement will be mailed within 28 days, advising you of the amount of your benefits. Benefits will not be paid until your eligibility is decided. **We will contact you if we need further information.**

Weekly Work Search Log records should include a list of all work search contacts made, date of each contact, names and titles of persons contacted, telephone numbers, addresses (mail, e-mail, or Web), and the results of each contact. A Work Search Log is on the reverse for your use. Copies are also available at your nearest Tennessee Career Center.

TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT ■ WORK SEARCH LOG



NAME: _____

SSN: _____

List all the employers you have contacted each week. Copy this form as needed and document all your job search contacts for length of your job search. Mail completed form every four (4) weeks to TDLWD WORK SEARCH, P. O. BOX 22299, NASHVILLE TN 37202.

1. WEEK BEGINNING SUNDAY ____ / ____ / ____ THROUGH SATURDAY ____ / ____ / ____					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT *	POSITION	RESULTS OR FOLLOW-UP ACTION

2. WEEK BEGINNING SUNDAY ____ / ____ / ____ THROUGH SATURDAY ____ / ____ / ____					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT *	POSITION	RESULTS OR FOLLOW-UP ACTION

3. WEEK BEGINNING SUNDAY ____ / ____ / ____ THROUGH SATURDAY ____ / ____ / ____					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT *	POSITION	RESULTS OR FOLLOW-UP ACTION

4. WEEK BEGINNING SUNDAY ____ / ____ / ____ THROUGH SATURDAY ____ / ____ / ____					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT *	POSITION	RESULTS OR FOLLOW-UP ACTION

* T = TELEPHONE P = IN PERSON R = RESUME A = APPLICATION I = INTERVIEW N = INTERNET